

TRANSPORTATION GRANT PROGRAM APPLICATION

Thank you for your interest in the Maryland Transportation Grant Program. The goal of this program is to aid in the development of a cleaner and more efficient transportation system in Maryland. This program will make awards for projects in the following three categories;

- I. Biofuels including renewable liquid or gaseous fuels
- II. Electric transportation
- III. Consumer behavior modification

Submission of an application does not guarantee funding.

Only costs incurred after approval notification are eligible for funding. Project construction can not begin until award notification. Costs incurred after approval and prior to execution of the grant agreement (contract) are made at the applicant's risk. Funding is assured only after final execution of the grant agreement.

Before beginning the application, please read the document entitled "Guidelines for the Transportation Grant Program" found at:

<http://www.energy.state.md.us/incentives/transportation/index.asp>

Completed Grant Applications should be sent to the following address (e-mail submission is preferred) no later than 5:00PM on Wednesday, October 15, 2008:

Chris Rice
Maryland Energy Administration
Transportation Alternative Fuels Program Manager
1623 Forest Drive, Suite 300
Annapolis, MD 21403
TEL: 410-260-7207
FAX: 410-974-2250
E-MAIL: crice@energy.state.md.us

**In this program biofuels are defined as; E85 and Biodiesel (minimum blends of B20). Fuels must meet ASTM specifications. E85 is an 85 percent ethanol blended gasoline fuel, and B20 is a 20 percent soybean (or other renewable feedstock) oil blended diesel fuel. Renewable liquid or gaseous fuels could include but are not limited to butanol, hydrogen and ammonia. Electric transportation is defined as; plug in electric hybrid vehicles and equipment, all electric vehicles and equipment, hybrid vehicles with associated equipment and idle reduction equipment powered by electricity.*

I. Applicant Profile

Please fill in each category as all information is needed.

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

County: _____ FID#: _____

Project Address (if different from above): _____

City: _____ State: _____ Zip: _____

County: _____

Name and Title of Organization Contact: _____

Phone: _____

Email: _____

Name and Title of Project Contact: _____

Phone: _____

Email: _____

Name of Preparer of Application: _____

Phone: _____

Email: _____

Type of Application (mark on box with an X):

☐ Biofuels/Renewable Fuels
☐ Electric Transportation
☐ Consumer behavior modification

II. Project Narrative

Please provide a narrative that includes a brief history of the organization and its qualifications to develop the proposed project. Describe the project for which the funding is being requested. Explain ideas thoroughly and reasoning behind why the project will be successful. Add additional pages if necessary.

III. Estimated Annual Fuel Sales Or Gallons Displaced

_____ Estimated annual number of gallons of biofuel/renewable fuel that you expect to sell

AND/OR

_____ Estimated annual number of gallons of traditional liquid petroleum transportation fuel displaced

Please provide a brief justification for these estimations, if more space is needed attach an additional sheet.

IV. Environmental Benefits

Quantify annual environmental benefits associated with this project

_____ (tons) Estimated annual reduction in Carbon Dioxide

_____ (tons) Estimated annual reduction in Carbon Monoxide

_____ (tons) Estimated annual reduction in NOx

_____ (tons) Estimated annual reduction in SOx

Please provide a brief justification for these estimates, if more space is needed attach an additional sheet.

V. Timeline

Please provide a start and finish date for the project.

Start: Month/Day/Year: _____

Finish: Month/Day/ Year: _____

VI. Project Budget

Enter the projected costs of the project below. **Please attach a minimum of two (2) quotes from equipment/installation providers if applicable to support these numbers. Also attach a copy of Proof of Insurance for project site, equipment, vehicle...**

Equipment	\$	\$
Vehicle/s	\$	\$
Installation Cost	\$	\$
Site Preparation	\$	\$
Fuel Cost	\$	\$
Implementation Cost	\$	\$
Planning Cost	\$	\$
Signage	\$	\$
MEA Grant	\$*	\$*
Total Cost	\$	\$

*Maximum Grant = **\$100,000**

*Minimum Grant = \$2,000

Please explain how you will pay for project costs not covered by the grant. Describe all other sources of funding for the project, and the amount of funds from each source:

Source: _____ Amount: \$ _____

Source: _____ Amount: \$ _____

Total Cost Share: \$ _____

Percent Cost Share: _____% (MEA Grant/total project cost)

- Recipients must disclose all federal awards received per year. Any grantee expending Five Hundred Thousand Dollars (\$500,000) or more in federal awards per year must have an audit made for that year by an independent auditor. Non-profit organizations, institutions of higher education, and local governments should consult the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" for guidance.

VII. Permit Information

Describe any federal, state, or local environmental and/or safety permits or permit modifications needed for this project. Attach documentation of any permits to this application.

VIII. Certifications & Assurances

If awarded a Transportation grant, all grantees will be required to attest to the following certifications in the **Grant Agreement**. Therefore, below is just to **inform** possible grantees of the certifications and assurances that will be included in their Grant Agreement. Grantees should also review the instructions for certification included in the regulations before signing this Grant Agreement. Signature of the Grant Agreement provides for compliance with certification requirements under 34 CFR Part 82 and 34 CFR Part 85.

A. LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If this statement is true, no disclosure is required.

HOWEVER, IF Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement then the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.

Submission of this certification is imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

- (1) The Grantee certifies to the best of its knowledge and belief, that it and its principals:
- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transactions by any Federal department or agency;
 - (b) have not within a three-year period preceding this Grant Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - (c) are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) have not within a three-year period preceding this Agreement had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the primary Grantee is unable to certify to any of the statements in section II (1), Grantee shall provide a written explanation to the Maryland Energy Administration immediately.

C. LOBBYING DISCLOSURE ACT OF 1995, SIMPSON-CRAIG AMENDMENT

Applicant organizations which are described in section 501(c)(4) of the Internal Revenue Code of 1986 and engage in lobbying activities after December 31, 1995, shall not be eligible for the receipt of Federal funds constituting an award, grant, or loan. Section 501(c)(4) of the Internal Revenue Code of 1986 covers:

Civic leagues or organizations not organized for profit but operated exclusively for the promotion of social welfare, or local associations of employees, the membership of which is limited to the employees of a designated person or persons in a particular municipality, and the net earnings of which are devoted exclusively to charitable, educational, or recreational purposes.

As set forth in the Lobbying Disclosure Act of 1995 (Public Law 104-65, December 19, 1995) as amended [“Simpson-Craig Amendment,” see Section 129 of the Balanced Budget Downpayment Act, I (Public Law 104-99, January 26, 1996), lobbying activities is defined broadly. (See section 3 of the Act.)

The Grantee certifies, to the best of his or her knowledge and belief, that: it IS NOT an organization described in section 501(c)(4) of the Internal Revenue Code of 1986; OR that it IS an organization described in section 501(c)(4) of the Internal Revenue Code of 1986, which after December 31, 1995, HAS NOT engaged in any lobbying activities as defined in the Lobbying Disclosure Act of 1995, as amended.

D. ADDITIONAL AUDIT REQUIREMENTS FOR GRANTEEES THAT EXPEND OVER \$500,000 IN FEDERAL AWARDS PER YEAR

Any grantee expending **Five Hundred Thousand Dollars (\$500,000) or more in Federal awards per year** must have an audit made for that year by an independent auditor. For-profit organizations should consult 10 CFR 600.316 for guidance. Non-

profit organizations, institutions of higher education, and local governments should consult the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" for guidance.

**U.S. DEPARTMENT OF ENERGY
ASSURANCE OF COMPLIANCE
NONDISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS**

In the event that the U. S. Department of Energy contributes funds to the grant program, the following terms and conditions will apply:

GRANTEE HEREBY AGREES to comply with Title VI of the Civil Rights Act of 1964 (Pub.L. 88-352), Section 16 of the Federal Energy Administration Act of 1974 (Pub.L. 93-275), Section 401 of the Energy Reorganization Act of 1974 (Pub.L. 93-438), Title IX of the Education Amendments of 1972, as amended (Pub.L. 92-318, Pub.L. 93-568, and Pub.L. 94-482), Section 504 of the Rehabilitation Act of 1973 (Pub.L. 93-112), the Age Discrimination Act of 1975 (Pub.L. 94-135), Title VIII of the Civil Rights Act of 1968 (Pub.L. 90-284), the Department of Energy Organization Act of 1977 (Pub.L. 95-91), and the Energy Conservation and Production Act of 1976, as amended (Pub.L. 94-385) and Title 10, Code of Federal Regulations, Part 1040. In accordance with the above laws and regulations issued pursuant thereto, the Applicant agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied to benefits of, or be otherwise subjected to discrimination under any program or activity in which the Grantee receives Federal assistance from the Department of Energy.

I. Applicability and Period of Obligation

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved, with Federal assistance extended to the Grantee by the Department of Energy, this assurance obligates the Grantee for the period during which Federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which Federal assistance is extended. If any personal property is so provided, this assurance obligates the Grantee for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Grantee for the period during which the Federal assistance is extended to the Grantee by the Department of Energy.

II. Employment Practices

Where a primary objective of the Federal assistance is to provide employment or where the Grantee's employment practices affect the delivery of services in programs or activities resulting from Federal assistance extended by the Department, the Grantee agrees not to discriminate on the ground of race, color, national origin, sex, age, or disability, in its employment practices. Such employment practices may include, but are not limited to, recruitment advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs; or other forms of compensation and use of facilities.

III. Subrecipient Assurance

The Grantee shall require any individual, organization, or other entity with whom it subcontracts, subgrants, or subleases for the purpose of providing any service, financial aid, equipment, property, or structure to comply with laws cited above. To this end, the subrecipient shall be required to sign a written assurance form, however, the obligation of both recipient and subrecipient to ensure compliance is not relieved by the collection or submission of written assurance forms.

IV. Data Collection and Access to Records

The Grantee agrees to compile and maintain information pertaining to programs or activities developed as a result of the Grantee's receipt of Federal assistance from the Department of Energy. Such information shall include, but is not limited to, the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, age, and disability; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age, and disability, in any planning or advisory body which is an integral part of the program; and (6) any additional written data determined by the Department of Energy to be relevant to its obligation to assure compliance by recipients with laws cited in the first paragraph of this assurance.

The Grantee agrees to submit requested data to the Department of Energy regarding programs and activities developed by the Grantee from the use of Federal assistance funds extended by the Department of Energy, Facilities of the Grantee (including physical plants, building, or other structures) and all records, books, accounts, and other sources of information pertinent to the Grantee's compliance with the civil rights laws shall be made available for inspection during normal business hours on request of an officer or employee of the Department of Energy specifically authorized to make such inspections. Instructions in this regard will be provided by the Director, Office of Civil Rights, U.S. Department of Energy.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts (excluding procurement contracts), property, discounts or other Federal assistance extended after the date hereto, to the Grantees by the Department of Energy, including installment payments on account after such data of application for Federal assistance which are approved before such date. The Grantee recognizes and agrees that such Federal assistance will be extended in reliance upon the representation and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Grantee, the successors, transferees, and assignees, as well as the person(s) whose signature appears on this Grant Agreement and who are authorized to sign this assurance on behalf of the Grantee.

Grantee certifies by signing this Grant Agreement that it has complied, or that, within ninety (90) days of the date of this grant, will comply with all applicable requirements of 10

C.F.R. § 1040.5. A copy will be furnished to Grantee upon written request to the Office of the Lieutenant Governor, Office of Energy and Defense Development.

IX. Scoring Criteria

The Maryland Transportation Grant Program Review Team will score applications based on the following criteria:

- 1. Estimated Annual Gallons Sold or Displaced**
- 2. Cost Share**
- 3. Ability to Complete Project During Specified Timeframe**
- 4. Environmental Benefits**
- 5. Complete Application**
- 6. Proof of Insurance**
- 7. If Applicable, Permit Information**
- 8. (2) Quotes from Equipment/Installation Providers for Project Budget**

X. Applicant Affirmations

The Applicant hereby affirms that it is properly registered with the Maryland Secretary of State (if applicable) and is in good standing with the State of Maryland. The Applicant also affirms that 1) there are no outstanding enforcement actions against it by the Maryland Department of Environmental, 2) all permits have been acquired or are in the process with the Maryland Department of Environmental and Maryland Department of Natural Resources, and 3) there are no significant workforce issues, such as a pending reduction in the applicant's workforce or pending or threatened workforce action against the Applicant. The below-named signatory(ies) hereby warrant that they are authorized to make such affirmations to the Maryland Energy Administration.

The Applicant also affirms that it will provide any other information MEA deems necessary for the execution of a grant should the Applicant be awarded a grant.

I attest that, to the best of my knowledge, all information provided in this application and in conjunction with this application is factual.

Authorized Official (signature)

Project Manager (signature)

Name and Title (type or print)

Name and Title (type or print)

Date

Date